



U.S. Citizenship
and Immigration
Services

U.S. Department of Homeland Security
USCIS Rome District Office
U.S. Embassy, Rome

U.S. Address: Italian Address:
Unit 9500 Box 37 Via Sallustiana 49
DPO AE 09624-0037 00187 Rome ITALY

E-mail: USCIS.Rome@dhs.gov

CHECKLIST FOR PETITION FOR ALIEN SPOUSE

In order to help you prepare your I-130 correctly, use the following checklist. Attach the checklist to the top of your petition before mailing it to this office.

Print Full Name of Petitioner

Print Full Name of Your Spouse

E-mail address of Petitioner: _____

I-130 (Petition for Alien Relative):

- θ Ensure you print legibly
- θ The address in B.2 and C.2 should be your Italian physical address.
- θ Ensure you complete all blocks. If not applicable, enter “*Not Applicable*” or “*N/A*”.
- θ Write your full name where required; no initials.
- θ Dates must be listed in month/day/year format; March 20, 2007 should be written as **3/20/07**.
- θ Ensure that part C.17 is complete.
- θ Ensure that Form I-130 is signed by the United States citizen petitioner.

G-325A (Biographic Information):

- θ Please complete only one form for you and one form for your spouse. Do not submit multiple copies.
- θ Complete all blocks. If not applicable, enter “*Not Applicable*” or “*N/A*”.
- θ You must sign your own form, and your spouse must sign his/her own form.

Supporting Documentation to submit with your Petition:

- θ **Very Important:** Do not send original documents with the petition! Photocopies are acceptable.
- θ **Official Translation:** Any supporting documentation that you provide in a language other than English must be accompanied by a complete English translation. The translation must be completed by an independent party. The party providing the translation must note that his/her work is accurate and that he /she is competent to translate. The full name of the translator, address and contact information is also required.
- θ **Italian Residency Requirement:** The U.S. Citizenship and Immigration Services at the U.S. Embassy in Rome accepts I-130 petitions from U.S. Citizens who reside in its jurisdiction. In order to prove residency in Italy, provide a copy of the certificate of residence, permesso di soggiorno or Italian identity card. U.S. military assigned abroad must submit a copy of a Military I.D. card and a copy of travel orders. U.S. Citizens whose principal residence is not in our jurisdiction **and/or** who have entered Italy as a temporary visitor must file the petition with the appropriate USCIS Service Center in the United States.

- θ **Proof of United States Citizenship:** A photocopy of your biographical page from your U.S. passport is sufficient. You may also provide your state issued birth certificate, your naturalization certificate, or a Certificate of Birth Abroad. A hospital birth certificate or military ID card is not acceptable.
- θ **Marriage Certificate:** Provide a marriage certificate issued by a public authority to show that a public record exists of the marriage between you and your spouse.
- θ **Termination of all prior marriages:** Please provide a death certificate, record of annulment, or divorce decree (absolute or final) issued by a public authority to show that a public record exists of the termination of all prior marriage(s).
- θ **Record of Name Change:** If either you or the person you are filing for is using a name other than that shown on the relevant documents, you must provide legal documents that effected the change; e.g., marriage certificate, adoption decree, court order or deed poll.
- θ **Photographs:** Please provide one passport-style color photo of you and one passport-style color photo of your spouse. To view an example of the photo requirement, go to:
http://www.travel.state.gov/passport/guide/composition/composition_874.html
- θ **Fee amounts** for applications and petitions are listed on <http://www.uscis.gov/forms>. The fees for all applications and petitions submitted to this office must be paid:
 - by a cashier's check or money order in U.S. Dollars, made payable to the U.S. Embassy Rome, issued by any bank with a U.S. affiliation or by a U.S. military Post Office facility, or
 - in cash with either U.S. dollars or Euro only if the application is filed in person at the US Embassy in Rome.
 - Personal checks are not accepted